UNITED
NATIONS

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Secretariat

ST/AI/280/Rev.5
21 June 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General
for Human Resources Management

Subject: SPECIAL ENTITLEMENTS FOR STAFF MEMBERS SERVING AT DESIGNATED DUTY STATIONS*

1. Administrative instruction ST/AI/280 implemented the decisions taken by the General Assembly in its resolution 35/214 of 17 December 1980 concerning the classification of duty stations according to conditions of life and work and the granting of special entitlements to internationally recruited staff members serving at designated duty stations according to the difficulty of such conditions. Subsequent revisions of this instruction have implemented new policies relating to staff members' entitlements at these duty stations.

2. In resolution 44/198 of 21 December 1989, the General Assembly established, effective 1 July 1990, two new entitlements, a mobility and hardship allowance and an assignment allowance. As a consequence of the establishment of these new entitlements, the special entitlements to accelerated home leave at duty stations classified as having difficult conditions of life and work (18-month duty stations), service credits towards accelerated home leave at normal and 18-month-cycle duty stations where there are housing difficulties, the financial incentive and leave for undergoing check-ups and other medical or dental treatment are to be discontinued. This instruction is hereby revised to delete all provisions relating to the above-mentioned special entitlements.

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* Personnel Manual index No. 7060.

I. ACCELERATED HOME-LEAVE TRAVEL ENTITLEMENT

3. Eligible staff members serving at duty stations designated as having very difficult conditions of life and work shall be granted home-leave travel once in every 12 months. The list of designated duty stations, as established by the International Civil Service Commission (ICSC) is contained in the first column of annex I to the present administrative instruction. The list is reviewed by ICSC every year.

4. In the administration of the accelerated home-leave travel entitlement, the following service credit points system shall apply:

(a) One point for each month of service at duty stations having the normal cycle of home leave (24-month-cycle duty stations);

(b) Two points for each month of service at duty stations having very difficult conditions of life and work (12-month-cycle duty stations).

On the occasion of a change of duty station, credit points shall be accrued at the rate of the new duty station as from the effective date of transfer or assignment to that duty station.

5. Credit points will be accrued on the basis of calendar months of service. Fractions of months of service shall be treated in the following manner:

(a) One to 15 days: no credit;

(b) More than 15 days: full credit.

6. The entitlement becomes due once 24 points are accrued. At a 12-month-cycle duty station 24 points will be accrued in 12 months. The exercise of each entitlement means a debit of 24 points and shall be subject to the condition that the staff member's service in the Organization is expected to continue at least six months beyond the date of return to duty or beyond the date when the entitlement becomes due, whichever is later.

7. The exercise of the entitlement may be advanced or deferred in accordance with the exigencies of service and the personal circumstances and preferences of the individual staff member, subject to the following conditions:

(a) In the case of advanced travel, at least 12 points must be accrued. At a 12-month-cycle duty station, 12 points will be accrued in 6 months of service;

(b) In the case of deferred travel, no more than 32 points may be accumulated towards the entitlement. At a 12-month-cycle duty station this maximum will be accrued in 16 months of service. Where the maximum of 32 points has been accrued, accrual may start again only from the first of the month in which the home-leave travel entitlement is exercised;

(c) A minimum interval of three months shall be required between home leave, additional leave and family visit travels, counting from the date of return to the duty station from one travel to the date of departure of the next travel.

8. In the case of staff members serving at 12-month-cycle duty stations, every second entitlement must be exercised as regular home leave. With respect to the other leave entitlement, the staff member, on request, may travel to a country other than that of home leave, provided a substantial period of time (at least two weeks) is spent away from the duty station.

9. Where travel of the staff member is authorized to a country other than that of home leave, the amount of travel expenses payable by the United Nations shall not exceed the amount that would have been payable for travel to the place of home leave. However, if the cost of such travel is more economical than travel to the place of home leave, the amount payable by the United Nations shall be limited to the actual travel expenses incurred.

10. Except as otherwise provided in the present administrative instruction, the provisions in staff rules 105.3, 205.2 and 207.11 relating to home-leave entitlement shall apply to the accelerated home-leave travel entitlement.

II. ENTITLEMENTS RELATED TO THE EDUCATION GRANT - ADDITIONAL EDUCATION GRANT TRAVEL AND ADDITIONAL REIMBURSEMENT OF BOARDING COSTS

11. In resolution 35/214, the General Assembly approved increased travel entitlements under the education grant in respect of children of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by the staff members for their children and amended staff regulation 3.2 accordingly. In respect of such children, travel expenses under the education grant may be paid for two round trips in the year in which the staff member is not entitled to home leave. The designated duty stations, as established by ICSC, are listed in the second column of annex I to the present administrative instruction. This list is reviewed by ICSC every year.

12. If a staff member serving at a designated duty station is entitled to home leave in a given year and does not exercise the entitlement in that year, two round trips of education grant travel may be granted for that year.

13. Eligible staff members serving at the designated duty stations indicated in paragraph 11 above will be entitled to reimbursement of 100 per cent of boarding costs up to $3,000 per year as an amount additional to the normal maximum education grant, with respect to children at the elementary and secondary levels.

III. SPECIAL SHIPMENT ENTITLEMENTS

14. Under staff rule 107.21 (e) (i), staff members are entitled to an unaccompanied shipment of personal baggage relating to travel on home leave, family visit or education grant up to a maximum of 50 kilograms (110 pounds) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each outward and return journey. At the staff member's request this entitlement may be converted to an additional 10 kilograms of accompanied excess baggage or its equivalent as established by the Secretary-General. Staff members serving at duty stations with a 12-month home-leave cycle may exercise the above entitlement to unaccompanied shipment or the alternative entitlement to accompanied excess baggage so that, if the full entitlement is not utilized for any one leg of the travel, the unused portion may be used to supplement the normal entitlement for the other leg of the travel. In this way, the whole or any fraction of the combined entitlement for the outward and return journeys can be used as the staff member wishes for either journey.

15. This policy does not apply to the entitlement under staff rule 107.21 (e) (ii) to the unaccompanied shipment for the first outward or the final return journey to or from an educational institution.

16. Internationally recruited staff members serving at designated duty stations shall be granted an additional shipment entitlement of up to 50 kilograms (110 pounds) or 0.3 cubic metres (11 cubic feet) by surface means in respect of the staff member and each eligible family member accompanying the staff member at the duty station, under the following conditions:

(a) The shipment shall be to the corresponding designated duty station but not from the duty station;

(b) The entitlement shall be granted on an annual basis. It will coincide to the extent possible with the time on which home leave falls due. It will, however, be granted irrespective of the actual exercise of the home-leave entitlement;

(c) The entitlement may not be accumulated from one year to the next;

(d) The entitlement will not be granted in cases of reassignment or transfer;

(e) Payment of the shipment expenses shall be limited to the cost of shipment from the home-leave country to the duty station;

(f) The shipment may be converted to air freight on the basis of one half the weight or volume of the authorized surface entitlement. However, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:

(i) Where the cost of air freight is lower than surface shipment;

(ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit;

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(iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries;

The above-mentioned cost, risk and delay factors will be evaluated on the basis of shipments from the home country to the duty station;

(g) At the request of the staff member, the entitlement may be converted to an additional 10 kilograms of accompanied excess baggage or its equivalent, as established by the Secretary-General;

(h) Costs of packing, crating, unpacking and uncrating will not be reimbursed, and neither shall storage or demurrage charges;

(i) Insurance of the shipment shall not be reimbursed.

The list of designated duty stations at which staff members are eligible for this entitlement is contained in the third column of annex I to the present instruction. This list will be reviewed every year.

17. A 50 kilogram shipment entitlement will be granted to a staff member serving at a duty station listed in the third column of annex I in connection with the birth or adoption of an infant be it at the duty station or away from the duty station. This entitlement is in addition to the staff member's entitlement under paragraph 16 above and shall be used solely for articles needed for the new-born or adopted infant. Where the child is born outside the duty station and travels to the duty station on home-leave travel, this entitlement is in addition to the unaccompanied shipment entitlement under staff rule 107.21 (e) (i). Staff rule 107.21, Excess baggage and unaccompanied shipment, will be amended in due course to include this additional entitlement.

IV. MEDICAL FACILITIES

18. Staff members serving at designated duty stations are entitled to the reimbursement of costs of basic medical examinations for family members in accordance with the provisions of administrative instruction ST/AI/317 and Amend.3.

V. TEMPORARY MEASURES

19. With regard to duty stations where very hazardous conditions such as war or active hostilities prevail and where non-essential internationally recruited staff and family members of internationally recruited staff have been evacuated, authority was delegated in March 1984 by ICSC to its Chairman to authorize exceptional measures such as a temporary reclassification of the duty station under the above provisions.

20. In the above cases, locally recruited staff members not eligible for the benefits established in the foregoing paragraphs for staff members serving in very

difficult duty stations may be granted a bonus under terms and conditions established by the Secretary-General.

21. For information, a "reserve list" of duty stations is shown in annex II to the present instruction. These duty stations are not included in annex I because staff members are no longer serving at those duty stations nor is it foreseen that there will be staff members serving there in the near future.

22. The present administrative instruction cancels and supersedes administrative instruction ST/AI/280/Rev.4 and Amend.1 and 2, effective 1 July 1990. Staff rules 103.20 and 105.3 will be amended in due course to reflect the pertinent changes.

Annex I

LIST OF DUTY STATIONS

(Effective 1 July 1990)

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
AFGHANISTAN			
Kabul	-	-	X
ANGOLA			
Benguela	X	X	X
Chibia	X	X	X
Huambo	X	X	X
Lobito	X	X	X
Luanda	X	X	X
Lubango	X	X	X
Malange	X	X	X
Namibe	X	X	X
Sumbe (N'Gunza)	X	X	X
Tombwa	X	X	X
Uige	X	X	X
ANGUILLA			
Anguilla	-	X	-
BANGLADESH			
Bogra	X	X	X
Chittagong	X	X	-
Comilla	X	X	X
Dhaka	-	X	-
BELIZE			
Belize City	X	X	-
Belmopan	X	X	X
BENIN			
Cotonou/Porto-Novo	-	X	-
Natitingou	X	X	X
Nikki	X	X	X
Parakou	X	X	X
Pehunco	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
BHUTAN			
Gaylephug	X	X	X
Gedu	X	X	X
Lobeysa	X	X	X
Mongar	X	X	X
Paro	X	X	X
Phuntsholing	X	X	X
Thimpu	X	X	X
BOLIVIA			
Corioco	X	X	X
Machareti	X	X	X
Sucre	-	X	X
Tarija	-	X	X
Trinidad	X	X	X
Vallegrande	-	X	X
Villamontes	-	X	X
BOTSWANA			
Francistown	-	X	-
Gaborone	-	X	-
Kanye	-	X	-
Lobatse	-	X	-
Maun	-	X	X
Selebepikwe	-	X	X
Serowe	-	X	X
BRAZIL			
Aracaju	-	X	-
Barreiras	-	X	-
Belem	-	X	-
Cuiba/Mato Grosso	-	X	-
Itajai	-	X	-
Natal	-	X	-
Penedo	-	X	-
Porto Velho	-	X	-
BURKINA FASO			
Banfora	X	X	X
Bobo-Dioulasso	-	X	-
Dedougou	X	X	X
Dori	X	X	-
Gaoua	X	X	-
Kaya	X	X	X
Koudougou	X	X	-

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
BURKINA FASO (continued)			
Koupela	X	X	X
Ouahigouya	X	X	-
Oursi	X	X	X
Sapouy	X	X	X
Tenkodogo	X	X	X
Ziniare	X	X	X
BURUNDI			
Bujumbura	X	-	X
Gisozi	X	X	X
Gitega	X	X	X
Karuzi	X	X	X
Muyinga	X	X	X
Ruyigi	X	X	X
CAMEROON			
Bamenda	X	X	-
Douala	-	X	-
Ekona	X	X	X
Garoua	X	X	-
Maroua	X	X	-
Ntui	X	X	-
Yaounde	-	X	-
CAPE VERDE			
Mindelo	X	X	X
Praia	X	X	X
Santo Antao (Antonio)	X	X	X
CENTRAL AFRICAN REPUBLIC			
Bambari	X	X	X
Bangui	X	X	-
Birao	X	X	X
Boda	X	X	X
CHAD			
Abeche	X	X	X
Bol	X	X	X
Lai	X	X	X
N'Djamena	X	X	X
Sarh	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
CHINA			
Beijing	-	X	X
Fuzhou (Fujian)	X	X	X
Suzhou	X	X	X
Tianjin	X	X	X
COLOMBIA			
Bogota	X	-	-
COMOROS			
Anjouan	X	X	X
Grande Comore	X	X	X
Moheli	X	X	X
CONGO			
Boundji	X	X	X
Brazzaville	X	X	-
Djoue	X	X	-
Djoumouna	X	X	-
Ewo	X	X	X
Inoni Falaise	X	X	X
Kindamba	X	X	X
Loubomo	X	X	X
Mindouli	X	X	X
Mossaka	X	X	X
Olombo	X	X	X
Owando	X	X	X
Pointe Noire	X	X	-
COOK ISLANDS			
Mangaia	X	-	X
COTE D'IVOIRE			
Bondoukou	-	X	-
Daloa	-	X	-
Korhogo	-	X	X
Odienne	-	X	X
DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA			
Pyongyang	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
DJIBOUTI			
Dikhil	X	X	-
Djibouti	X	-	-
Tadjoura	X	X	X
DOMINICA			
Roseau	-	X	-
ECUADOR			
Azogues	-	X	-
EGYPT			
Al-Mombatah	X	X	X
El Arish	-	X	-
Mersa Matrouh	-	X	-
EL SALVADOR			
San Salvador	X	-	-
EQUATORIAL GUINEA			
Bata	X	X	X
Ebebeyin	X	X	X
Malabo	X	X	X
ETHIOPIA			
Addis Ababa	-	X	X
Ambo	X	X	X
Asmara	X	X	X
Assab	X	X	X
Assosa	X	X	X
Aware	X	X	-
Buna Bedele	X	X	X
Dese	X	X	X
Dimma	X	X	X
Dire Dawa	X	X	X
Gambella	X	X	X
Jijiga	X	X	X
Kobo/Wello	X	X	X
Melka Werer	X	X	X
Nazareth	X	X	X
Sidamo/Awassa	X	X	X
FIJI			
Lautoka	-	X	-
Suva	-	X	-

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
FRENCH GUIANA			
St. Laurent	-	X	-
GABON			
Essassa (see N'Toum)	X	X	-
Franceville-Oyem	X	X	X
Lambarene	X	X	X
Lebamba	X	X	X
N'Toum	X	X	-
GAMBIA			
Banjul	X	X	X
GAZA			
Gaza Town	X	X	X
GHANA			
Accra	X	-	-
Donkorkrom (Odankawkrom)	X	X	X
Koforidua	X	X	X
Mampong	X	X	X
Tamale	X	X	X
Tema	X	-	-
Wiawso	X	X	X
Yeji	X	X	X
GUATEMALA			
Huehuetenango	-	X	-
GUINEA			
Boke	X	X	X
Conakry	X	X	-
Dalaba	X	X	X
Labe	X	X	X
Pita	X	X	X
GUINEA-BISSAU			
Bissau	X	X	X
Bubaque	X	X	X
Caboxanque	X	X	X
Catio	X	X	X
Contuboel	X	X	X
Gabu	X	X	X
Sidja	X	X	X

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
GUYANA			
Burma	X	X	X
Georgetown	X	X	X
HAITI			
Cap Haitien	X	X	X
Gonaives	X	X	X
Jacmel	X	X	X
Jeremie/Dame-Marie	X	X	X
Miragoane	X	X	X
Port-au-Prince	X	X	X
Port-Sonde/St.-Marc	X	X	X
HONDURAS			
Danli/El Paraiso	-	X	X
Mocoron/Wampusirpe	X	X	X
San Marcos de Ocotepeque	X	X	X
INDIA			
Bhubaneswar	-	X	X
Chandrapur	X	X	-
Dehra Dun	-	X	-
INDONESIA			
Balikpapan	-	X	-
Bandar Lampung	-	X	-
Bandung	-	X	-
Biak (Irian Jaya)	X	X	X
Bogor	-	X	-
Denpasar (Nusa Dua)	-	X	-
Galang	-	X	X
Jayapura (Irian Jaya)	-	X	X
Jepara	-	X	-
Malang	-	X	-
Manado	-	X	-
Padang	-	X	-
Semarang	-	X	-
Serui (Irian Jaya)	X	X	X
Surabaya	-	X	-
Tanjung-Pinang	-	X	X
Yogyakarta	-	X	-
IRAN (ISLAMIC REPUBLIC OF)			
Tehran	X	X	X

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
IRAQ			
Baghdad	-	X	X
Baqubah	X	X	X
Basrah	X	X	X
Mosul	X	X	X
Sulaymaniah	X	X	X
KENYA			
Kisumu	-	X	-
Kitale	-	X	X
Kwale	-	X	-
Naivasha	-	X	-
KIRIBATI			
Tarawa	X	X	X
LAO PEOPLE'S DEMOCRATIC REPUBLIC			
Luang Prabang	X	X	X
Mounh Hom	X	X	X
Pakse	X	X	X
Phonhong	X	X	X
Savannakhet	X	X	X
Sekong	X	X	X
Vientiane	X	X	X
LEBANON a/			
Beirut	-	-	X
Naqoura	-	X	-
LESOTHO			
Leribe	X	X	X
Mafeteng	X	X	X
Maseru	X	X	X
Mohale's Hoek	X	X	X
LIBERIA			
Harper (Maryland County)	X	X	X
Monrovia	-	X	-
Suakoko/Gbargna	X	X	X
Zwedru	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
LIBYAN ARAB JAMAHIRIYA			
Benghazi	-	X	-
Derna	-	X	X
Souk El Khamis	-	X	X
Tripoli	-	X	-
Zawia	-	X	-
MADAGASCAR			
Antananarivo	X	X	X
Antsirabe	X	X	X
Antsiranana	X	X	X
Antsirinala	X	X	X
Brickaville	X	X	X
Fenerive-Est	X	X	X
Miarinarivo	X	X	X
Nosy-Be	X	X	X
Toamasina	X	X	X
MALAWI			
Blantyre	-	X	-
Chikwawa	X	X	-
Domasi	X	X	X
Lilongwe	-	X	-
Mangochi	X	X	-
Mkondezi	X	X	-
Monkey Bay	X	X	-
Mponela	-	X	-
Mzuzu	X	X	-
Ngabu	X	X	-
Nsanje	X	X	-
Ntchewu	X	X	-
Zomba	-	X	-
MALAYSIA			
Kuala Terengganu	-	X	-
MALDIVES			
Male	X	X	X
MALI			
Bamako	X	X	-
Koulikoro	X	X	X
Mopti	X	X	X
Segou	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
MALI (continued)			
Sikasso	X	X	X
Tombouctou	X	X	X
MAURITANIA			
Atar	X	X	X
Boutilimit	X	X	X
Foum-Gleita	X	X	X
Kaedi	X	X	X
Kiffa	X	X	X
Nouakchott	X	-	X
MAURITIUS			
Ile Rodrigues	X	X	X
MEXICO			
Comitan	-	X	-
MONGOLIA			
Ulan Bator	X	X	X
MONTSERRAT			
Plymouth	-	X	-
MOZAMBIQUE			
Beira	X	X	X
Chimoio	X	X	X
Chokwe	X	X	X
Machipanda	X	X	X
Maputo	X	X	X
Maxixe	X	X	X
Nampula	X	X	X
Quelimane	X	X	X
Tete	X	X	X
Vila de Manica	X	X	X
MYANMAR			
Yangon (Rangoon)	X	X	X
NEPAL			
Betrawati	X	X	X
Bhairawa	X	X	X
Biratnagar	X	X	X
Birganj	X	X	X

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
NEPAL (continued)			
Dhangahi	X	X	X
Hetauda	X	X	X
Kathmandu	-	X	X
Pokhara	X	X	X
Sanfe Bagr	X	X	X
Silgarhi-Doti/Rajpur	X	X	X
NETHERLANDS ANTILLES			
Aruba	-	X	-
Curacao	-	X	-
NICARAGUA			
Bluefields	X	X	X
Managua	X	-	X
Puerto Cabezas	X	X	X
NIGER			
Bilma	X	X	X
Birni N'Konni	X	X	X
Dogondoutchi	X	X	X
Dosso	X	X	X
Keita	X	X	X
Maradi	X	X	X
N'Guigmi	X	X	X
Niamey	-	X	-
Ouallam	X	X	X
Say	X	X	X
Tahoua	X	X	X
Zinder	X	X	X
NIGERIA			
Abuja	-	X	-
Bagauda	X	X	X
Bauchi	X	X	X
Calabar	X	X	X
Enugu	-	X	-
Ibadan	-	X	X
Ikot-Abasi/Uta Ewa	X	X	X
Jalingo	X	X	X
Jos	-	X	-
Kaduna	-	X	-
Lagos	X	X	X
Makurdi	X	X	X

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
NIGERIA (continued)			
Minna (Niger State)	X	X	X
Mokwa	X	X	X
Port Harcourt	X	X	X
Sokoto	-	X	-
Yola	X	X	-
Zaira	-	X	-
OMAN			
Muscat	-	X	-
Salalah	-	X	-
PAKISTAN			
Gilgit	X	X	X
Hyderabad	X	X	X
Islamabad	-	X	-
Karachi	X	X	-
Lahore	-	X	-
Mirpur	-	X	X
Multan	X	X	X
Muzaffarabad	X	X	X
Peshawar	X	X	X
Quetta	X	X	X
Rawalpindi	-	X	-
Sukkur	X	X	X
PAPUA NEW GUINEA			
Ambunti	X	X	X
Goroka	X	-	-
Lae	X	X	-
Port Moresby	X	X	-
Wewak	X	X	-
PERU			
Cajamarca	-	X	-
Cuzco	X	X	-
Huaraz	-	X	-
Lima	X	-	-
PHILIPPINES			
Baler	-	X	-
Batac	-	X	X
Laguna	-	X	-
Los Baños	-	X	-

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
PHILIPPINES (continued)			
Muñoz	-	X	-
Puerto Princesa	-	X	-
Surigao City	-	X	-
QATAR			
Doha	-	X	-
RWANDA			
Butare/Gikongoro	X	X	X
Gisenye	X	X	X
Kigali	X	X	X
SAINT VINCENT AND THE GRENADINES			
Kingstown	-	X	-
SAMOA			
Apia	-	X	X
SAO TOME AND PRINCIPE			
Sao Tome	X	X	X
SAUDI ARABIA			
Al-Jouf (Sakaka)	X	X	X
Dhahran/Damman	-	X	X
Jeddah	-	X	-
Najran	X	X	X
Riyadh	-	X	-
Taif	-	X	X
Wadi Jizan (Gizan)	X	X	X
SENEGAL			
Bakel	X	X	X
Fanaye	-	X	X
Fatick	X	X	X
Kaolack	X	X	X
Linguere	X	X	X
Louga	X	X	-
Matam	X	X	-
M'Bour	X	-	-
Nianga/Guede	X	X	X
Nioro du Rip	X	X	X
Richard Toll	X	X	X
St. Louis	-	X	-

/...

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
SIERRA LEONE			
Bo	X	X	X
Bunumbu	X	X	X
Freetown	X	X	X
Kabala	X	X	X
Makeni	X	X	X
Mile 91/Magbosi	X	X	X
Moyamba	X	X	X
Shenge	X	X	X
SOLOMON ISLANDS			
Honiara	-	X	X
SOMALIA			
Afgoi	X	X	X
Belet Weyne	X	X	X
Brava	X	X	X
Bur Dhubo	X	X	X
Jalalaqsi	X	X	X
Jowhar	X	X	X
Kisimaio	X	X	X
Lugh	X	X	X
Mogadiscio	X	X	X
Qoryoley	X	X	X
SRI LANKA			
Anuradhapura	X	X	X
Colombo	X	-	-
Diyatalawa	X	X	X
Jaffna	X	X	X
Kandy	X	X	-
Mannar	X	X	X
Peradeniya	X	X	-
Trincomalee	X	X	X
Vavuniya	X	X	X
SUDAN			
Atbara	X	X	X
Bor	X	X	X
Dongola	X	X	X
Ed Dueim	X	X	X
El Damer	X	X	X
El Fasher	X	X	X
El Gedaref	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
SUDAN (continued)			
El Geneina	X	X	X
El Obeid	X	X	X
El Showak	X	X	X
Hag Abdalla	X	X	X
Juba	X	X	X
Kadugli	X	X	X
Kassala	X	X	X
Khartoum	X	X	X
Malakal	X	X	X
Port Sudan	X	X	X
Sennar	X	X	X
Wad Medani	X	X	X
Wau	X	X	X
Yambio	X	X	X
Yei	X	X	X
SURINAME			
Paramaribo	-	X	X
SWAZILAND			
Manzini	-	X	-
Mbabane	-	X	-
SYRIAN ARAB REPUBLIC			
Damascus	-	X	-
Deir-ez-Zor	-	X	-
Hama	-	X	-
Homs	-	X	-
Kamishly	-	X	-
Lattakia	-	X	-
Tartus	-	X	-
THAILAND			
Aranyaprathet	-	X	-
Chiang Mai	-	X	-
Loei	-	X	X
Nakorn Panom	-	X	-
Phanat Nikhom (Chonburi)	-	X	-
Songkhla	-	X	-
Surin	-	X	-
Trad	-	X	-

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
TOGO			
Atakpame	-	X	-
Kpalime	-	X	-
Lama Kara	X	X	-
Sokode	-	X	-
TONGA			
Nuku Alofa	-	X	-
TRUST TERRITORY OF THE PACIFIC ISLANDS			
Caroline Islands			
Kosrae Island (Lelu)	X	X	X
Ponape Island (Kolonia)	X	X	X
Truk Island (Moen)	X	X	X
Yap Island (Colonia)	X	X	X
Marshall Islands			
Majuro	X	X	X
Palau (Belau)			
Koror	X	X	X
TUNISIA			
Beja	-	X	-
Tozeur	-	X	-
TURKEY			
Erzurum	-	X	X
Eskisehir	-	X	X
Kemer/Antalaya	-	X	-
Konya	-	X	-
TUVALU			
Funafuti	X	X	X
UGANDA			
Entebbe	X	X	X
Fort Portal/Mbarara	X	X	X
Kabale	X	X	X
Kampala	X	X	X
Masaka	X	X	X
Mweya	X	X	X
Pakelle/East Moyo	X	X	X
Semuto	X	X	X

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Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
UNITED ARAB EMIRATES			
Sharjah	-	X	-
UNITED REPUBLIC OF TANZANIA			
Arusha	-	X	X
Bulongwa	X	X	X
Dar es Salaam	-	X	X
Dodoma	X	X	X
Igurusi	X	X	X
Ilonga	X	X	X
Kigoma	X	X	X
Makete	X	X	X
Mbeya	X	X	X
Mbinga	X	X	X
Morogoro	X	X	X
Moshi	-	X	X
Mto-Wa-Mbu	X	X	X
Mtwara/Naliendele	X	X	X
Mwanza	X	X	X
Rukwa	X	X	X
Shinyanga	X	X	X
Songea	X	X	X
Sumbawanga	X	X	X
Tabora	-	X	-
Tumbi	X	X	X
Ukiriguru	X	X	X
Zanzibar	X	X	X
VANUATU			
Vila (Porta Vila)	-	X	X
VIET NAM			
Ban Me Thuot	X	X	X
Hanoi	X	X	X
Ho Chi Minh City	X	X	X
Hué City	X	X	X
YEMEN			
Aden	X	X	X
Dhamar	X	X	X
Marib	X	X	X
Sana'a	X	X	X
Seiyun	X	X	X
Ta'izz	X	X	X

Country and duty station	Accelerated home leave (12-month cycle)	Additional education grant travel	Additional shipment of personal effects
ZAIRE			
Bukavu	X	X	X
Gbadolite	X	X	X
Goma	X	X	X
Kimpese	X	X	X
Kinshasa	X	X	-
Lubumbashi	X	X	X
Mbanza-Ngungu	X	X	-
Mbuji-Mayi	X	X	X
ZAMBIA			
Chilanga	X	X	X
Chipata	X	X	X
Choma	X	X	X
Kabwe	X	X	-
Kitwe/N'Dola	X	X	X
Livingstone	X	X	X
Lusaka	X	X	-
Mansa	X	X	X
Mongu	X	X	X
Mount Makulu	X	X	X
Msekera	X	X	X
Mutanda	X	X	X
Solwezi	X	X	X
ZIMBABWE			
Binga	-	X	X
Gweru	-	X	-
Mutare	-	X	-

a/ Entitlements for certain duty stations that have very hazardous conditions are established separately on an ad hoc basis.

Annex II

FIELD DUTY STATIONS RESERVE LIST

ALGERIA
- Annaba
- Constantine
- Oran/Saida
- Rouiba
- Tizi-Ouzou

BAHRAIN
- Bahrain
- Boodaya
- Jedhafs
- Muhurraq

BANGLADESH
- Baghabarighat
- Barisal
- Chandpur
- Chapai
- Chorasal
- Chouadanga
- Dinajpur
- Ghorasal
- Jessore
- Kaptai
- Khulna
- Meherpur
- Myensingh
- Nawabganj
- Rajshahi
- Rangamati
- Rangpur
- Sylhet

BENIN
- Bodjecali
- Bohican
- Malanville

BHUTAN
- Damphu
- Deothang
- Kanglung (Carglund)
- Pelela
- Pemagatshel
- Samchi
- Wangdiphodrang

BOLIVIA
- Cobija
- Oruro
- Pando
- Potosi

BOTSWANA
- Ghanzi

BRAZIL
- Juiz de Fora
- Manaus
- Passo Fundo
- Piracicaba
- Pirassununga
- Porto Alegre
- Santarem
- São José dos Campos
- São Luís

BRUNEI DARUSSALEM
- Bandar Seri Begawan

BURKINA FASO
- Diebougou
- Fada N'Gourma
- Nazinga
- Vallee du Sourou
- Zorgho

BURUNDI
- Bururi
- Mgozi
- Muramvya

CAMEROON
- Buea
- Kousseri
- Kumba

CAPE VERDE
- Espargos (Sal Island)
- Maio/Boa Vista

CENTRAL AFRICAN REPUBLIC
- Bamingui
- Bangassou
- Berberati
- Bossangoa/Soumbe
- Bouar

CENTRAL AFRICAN REPUBLIC (continued)
- Bozoum
- Grimari
- Ippy
- Kaga-Bandora
- Kongbo
- M'Baiki
- Ndele
- Obo
- Paoula
- Sibut

CHAD
- Bongor
- Kelo
- Mao
- Mongo

CHILE
- Antofagasta
- Arica
- Chillán
- Concepción
- Viña del Mar

CHINA
- Wuchang, Jioudong

CONGO
- Abala
- Djambala
- Impfondo
- Kinkala
- Madingou/Sibiti
- Makoua
- Mossendjo
- Ouesso

COOK ISLANDS
- Aitutaki
- Atiu
- Manihiki
- Mauke
- Mitiaro
- Nassau
- Penrhyn
- Pakapuka
- Rakahanga
- Rarotonga

/...

DJIBOUTI
Ali-Sabieh

DOMINICAN REPUBLIC
Bani
San Francisco de Macorís
Santiago

ECUADOR
Ambato
Ibarra
Loja
Riobamba

EGYPT
Aswan
Bahareya Oases
El Qusayr
Ismailia
Naway Village
Sirs-El-Layyan

EL SALVADOR
La Unión
Morazan
Puerto El Triunfo
San Miguel
Sonsonate

ETHIOPIA
Arba Minch
Assab
Bahir Dar
Bako
Gondar
Harar
Holetta
Jimma
Mettu
Robi
Wondogenet

FIJI
Dreketi
Labasa

GABON
Cap Esterias
Port Gentil

GAMBIA
- Basse
- Farafeni
- Mansakonko
- Sapu

GHANA
- Akosombo
- Akwatia
- Bolgatanga
- Cape Coast
- Deboasi
- Dunkwa
- Elmina
- Kumasi
- Navrongo
- Numgua
- Prestea
- Sekondi
- Takoradi
- Tarkwa

GUINEA
- Foulaya
- Kindia

GUINEA-BISSAU
- Bafata

HAITI
- Camp-Perrin
- Chardonnieres
- Gris-Gris
- Les Cayes
- Limbe
- Petit-Goave

HONDURAS
- Choluteca
- San Pedro Sula
- Siguatepeque

INDIA
- Ambala
- Anand
- Bhopal
- Calcutta
- Cochin
- Erode
- Haldwani

INDIA (continued)
- Jullundur (Punjab)
- Kanpur (Uttar Pradesh)
- Ludhiana (Punjab)
- Nagpur
- Paloncha
- Patna
- Poona
- Raipur
- Solan
- Srinagar
- Trivandrum
- Ujjain
- Vishakhapatnam

INDONESIA
- Ambon (Maluku)
- Asembagus
- Bukittinggi
- Curug
- Kendrari
- Kupang
- Lombok
- Madura Island
- Mataram
- Medan
- Palembang
- Rimbo Bujang
- Samarinda
- Solo
- Tasikmalaya
- Ujang Padang

IRAN (ISLAMIC REPUBLIC OF)
- Bandar Abbas

IRAQ
- Al-Khalis
- Arbil-Kirkuk
- Nasiriya
- Ramadi
- Sweira

ISRAEL
- Tiberias

JORDAN
- Aqaba

KENYA
- Amolem/Katilu
- Bukura
- Eldoret
- Garfassa
- Kakamega
- Kisii
- Lamu
- Lanet
- Malindi
- Malka-Daka
- Marigat
- Marsabit
- Merti
- Mount-Kulal
- Mwea-Tebere
- Nakuru
- Siakago
- Turkana

LAO PEOPLE'S DEMOCRATIC REPUBLIC
- Dakchung
- Kasangkang
- Lao Ngam

LFBANON
- Beqaa-Baalbeck
- Qana
- Saida/Sidon
- Tel-Amara
- Tripoli
- Tyre

LIBERIA
- Gbedin (Nimba County)
- Saniquellie

LIBYAN ARAB JAMAHIRIYA
- El Marj
- Jebel El-Akhdar
- Kufra
- Misurata
- Sebha
- Sirte

MADAGASCAR
- Ambatolampy
- Ambatondrazaka
- Ambovombe/Fort-Dauphin
- Fianarantsoa

MADAGASCAR (continued)
Mahajanga
Toliara (Tulear)

MALAWI
Mkhata Bay

MALAYSIA
Alor Setar
Bangi
Besut (Terengganu)
Ipoh
Kota Bahru
Kota Kinabalu
Kuching
Petaling Jaya
Port Kelang
Sandalan
Sepilok
Serdang
Terolak

MALDIVES
Feridhoo

MALI
Gao
Kayes
Nara Est (Sokolo)
San
Tessalit

MAURITANIA
Kankossa
Nema
Nouadhibou
Rosso
Selibaby

MOROCCO
Agadir
Azilal
Er-Rachidia
Ouarzazate
Zagora

MOZAMBIQUE
Chibuto
Inhaca Island
Inhanbane

MOZAMBIQUE (continued)
Marromeu
Mocuba
Muabasa
Namaacha
Namapa
Pemba
Songo
Ulongwe
Umbeluzi
Xai-Xai

MYANMAR
Magwe
Mandalay
Meiktila
Moulmein
Mudon
Pakokku
Prome
Pyu
Sagaing
Syriam
Yezin

NEPAL
Charikot
Dadeldhura
Damauli-Tanahu
Ilam
Lamidanda
Malangawa
Nepalgunj
Phidim
Surkhet
Syangja
Tamghas

NETHERLANDS ANTILLES
Bonaire
Saba

NEW CALEDONIA
Noumea

NIGER
Malbaza

NIGERIA
- Akure (Ondo State)
- Aluu
- Auchi
- Baga
- Bida (Niger State)
- Buguma
- Epe
- Ile-Ife
- Kano
- Koko/Oghaye
- Maiduguri
- New Bussa
- Ngala
- Oron (Cross River State)
- Oshogbo
- Owerri
- Vom

PAKISTAN
- Abbotabad
- Azad Kashmir
- Bahadurnagar
- Dera Ismail Khan
- Dokri
- Okara
- Sakrand
- Tando Jam
- Tarbela

PAPUA NEW GUINEA
- Aitape
- Alotau
- Angoram
- Ayura
- Baimuru
- Bainyik
- Balimo
- Bensbach
- Kavieng
- Kikori
- Kiunga
- Lake Murray
- Madang
- Mount Hagen
- Popondetta
- Rabaul
- Tari
- Wabo
- Wau

PERU
- Ayacucho
- Huamachuco
- Huancayo
- Huanuco
- Iquitos
- Moyobamba
- Pucallpa
- Puno
- Quillabamba
- Tingo Maria

PHILIPPINES
- Albay
- Baguio
- Cagayan de Oro
- Davao City
- Guinobatan
- Legaspi City
- Morong
- Musuan, Bukidnon
- Piat, Cagayan
- Tigbauan
- Zamboanga

RWANDA
- Ruhengeri

SAUDI ARABIA
- Abha
- Al Hofuf
- Hakma
- Qasim
- Tabarjal
- Wadi Dawassir

SEYCHELLES
- Mahe/Port Victoria
- Praslin

SIERRA LEONE
- Kambia
- Kenema
- Mattru-Jong
- Njala
- Port Loko
- Pujehun
- Rokupur

SOMALIA
- Adalei
- Berbera
- Burao
- Garba Hare
- Hargeisa
- Kurtunwaary
- Merca/Shalambot
- Zeilah

SRI LANKA
- Aralaganwila
- Bandarawela
- Batalagoda
- Kalutara
- Maha Illuppallama
- Matale
- Minneriya
- Pulmoddai
- Tambuttegama
- Uda Walawe

SUDAN
- Bakht-er-Ruda
- Bilinyang (including Mafao)
- Halima
- Kosti
- Marial Bai
- Maridi
- Mohamed Gol
- Nyala
- Panyagor/Kongor
- Sinkat

SWAZILAND
- Big Bend
- Kwaluseni
- Luyengo
- Malkerns
- Pigg's Peak

SYRIAN ARAB REPUBLIC
- Aleppo
- Dara'a
- Idleb
- Jableh
- Kadmus
- Raqqa

THAILAND
- Ban Kaeng
- Bangsaen
- Chanthaburi
- Chiankham
- Chiankhan
- Hat Yai
- Kalasin
- Korat (Nakorn Rat Province)
- Korat Chonuri
- Nan
- Nongkhai
- Phuket
- Phu Wiang
- Surat Thani
- Ubon
- Ubon Thani

TOGO
- Dapaon/Dapaong/Dapongo

TRUST TERRITORY OF THE PACIFIC ISLANDS
- Mariana Islands
  - Saipan

TUNISIA
- Bizerte
- Gabes
- Kairouan
- Medenine
- Sidi Bouzid
- Soliman

TURKEY
- Adana
- Cankiri
- Corum

UGANDA
- Arua
- Kotido
- Masindi
- Mbale
- Moroto
- Moyo
- Nyabyeya
- Soroti

UNITED ARAB EMIRATES
- Digdaga (Ras al Khaimah)
- Khorfakkan
- Um al Qaiwain

UNITED REPUBLIC OF TANZANIA
- Babati
- Dakawa
- Iranga
- Liti
- Mafinga
- Mlingano
- Musoma
- Soliway Village
- Tanga
- Tunduru

URUGUAY
- San José

VANUATU
- Efate/Luganville
- Espiritu Santo
- Isangel/Tanna

VIET NAM
- Ben Tre
- Can Tho
- Haiphong
- Moc Chau
- Nha Ho/Phan Rang
- Nha Trang
- Quy Nhon

YEMEN
- Dar Saad
- El-Kod
- Giar
- Hodeidah
- Lahej
- Mudiyah/Lodar
- Nishtun
- Saber
- Surdud
- Wadi Beihan/Nuqub
- Zabid

ZAIRE
Aru
Banana
Bandundu
Boma (Bas-Zaire)
Butembo
Dilolo
Kananga
Kikwit
Kisangani
Kolo-Fuma
Likasi
Lisala
Moanda
Yangambi

ZAMBIA
Belmoral
Buleya Malima
Chapula
Kasama
Mazabuka
Mbala
Mpika
Nanga

ZIMBABWE
Chinhoyi
Mazowe
Rushinga

UNITED
NATIONS

ST

Secretariat

ST/AI/280/Rev.5/Corr.1
9 July 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SPECIAL ENTITLEMENTS FOR STAFF MEMBERS SERVING AT DESIGNATED DUTY STATIONS*

Corrigendum

Page 6, paragraph 21

For the existing text substitute

21. For information, a "reserve list" of duty stations is shown in annex II to the present instruction. These duty stations are not included in annex I because staff members are no longer serving at those duty stations nor is it foreseen that there will be staff members serving there in the near future. If staff members again serve at one of these duty stations, they will receive the benefits last approved for the particular duty station, pending a determination by the Commission of the special entitlements applicable to that duty station.

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* Personnel Manual index No. 7061.

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